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18 November 1964

OS DIRECTIVE NO. 64-12

FOR : All Office of Security Employees

SUBJECT : Consideration for Promotions

RECISSION: OS Directive No. 58-5, dated 8 December 1958

1. In order to synchronize promotion considerations with the Agency's fitness report system, the Security Career Service considers promotions at specified dates following the receipt of annual fitness reports for each grade level. However, to avoid any inequities which might result from the delay of promotions of eligible and deserving persons, the Career Service also considers promotions at specified dates six months after the annual consideration. A schedule showing the dates for promotion considerations is attached.

2. Supervisors should submit promotion recommendations for eligible and deserving individuals in each grade at an early date following the deadline for fitness report submission and prior to the month indicated on the schedule for Career Service Board consideration of personnel in the particular grade.

3. The object of this program is to confine, insofar as is feasible, the consideration of promotions in each grade (GS-7 and above) to specific periods so that all personnel in a particular grade may be considered for appropriate promotions on a competitive basis. The following procedural policy is established for implementing promotions:

a. Actions on promotions of personnel in grades GS-1 through 6 may be implemented at any time by a supervisor requesting A&TS, through channels, to take necessary action with respect to a specific eligible person for whom a vacancy exists in the next appropriate grade. Such promotions are acted upon after the service record of the individual concerned is reviewed to insure that he or she is qualified and eligible, and the records of other eligible personnel in the grade are also reviewed in order to insure that the best qualified and deserving person receives the promotion.

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Group I
Excluded from automatic
downgrading and
declassification


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b. Actions for promotions of personnel in grades GS-7 and above are initiated by supervisors making recommendations through channels (and A&TS) to the Career Service Board. These recommendations should be timed to occur shortly after submission of the fitness reports for the persons concerned and prior to the month scheduled for Career Service Board consideration. Supervisors may recommend promotion of eligible and deserving personnel at other times when postponement until after the receipt of the next fitness report would be inequitable or inadvisable. Career Service Board consideration of such recommendations will take place six months after the first scheduled Career Service Board consideration of promotions in the grade concerned, as shown in the attached schedule.

4. Final authority in all personnel actions rests with the Director of Security.

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Howard J. Osborn
Director of Security

Attachment as Stated

C O N F I D E N T I A L

OFFICE OF SECURITY
SCHEDULE FOR PROMOTION CONSIDERATIONS

Grades	Deadline for Fitness Reports	Promotion Considerations By Career Service Board (Not later than dates below)
GS-1 thru 5	Hqs - 30 April Field - 31 May	Not Applicable
GS-6	Hqs - 31 July Field - 31 August	Not Applicable
GS-7 thru 8	Hqs - 31 July Field - 31 August	(1) December and (2) June
GS-9	Hqs - 31 October Field - 30 November	(1) April and (2) October
GS-10 thru 11	Hqs - 31 October Field - 30 November	(1) May and (2) November
GS-12	Hqs - 31 January Field - 28 February	(1) June and (2) December
GS-13	Hqs - 31 January Field - 28 February	(1) September and (2) March
GS-14	Hqs - 30 April Field - 31 May	(1) October and (2) April

- (1) Regular annual consideration following annual fitness report and competitive evaluation.
- (2) Special semi-annual consideration of deserving cases arising after annual consideration.

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